

## EDD- After You Submit: Now What?

### 1. Q: I made a mistake on the claim form. What do I do?

A: On the following website, click on “unemployment,” sub-category, “update information,” topic, “made a mistake on application.” <https://askedd.edd.ca.gov/asp/frmEDDCOMM.aspx?CategoryID=7>

### 2. Q: What if I receive a letter for a telephone interview?

A: Some faculty are chosen for interviews every semester, others are not, a fairly random process. The purpose of the interview is for EDD to determine your eligibility. They may ask you repetitive questions, and you may have to be persistently and politely repetitive in your answers (but we are teachers after all!) Please be courteous, professional, but firm!

- Your interview notification letter will arrive via snail mail, ~7-10 days prior to your scheduled interview, with a 2-hour window. The interviews are extremely important, and can be difficult to re-schedule, so provide a cellphone number and be ready and available. If you do happen to miss it, do not use an excuse that might make you ineligible (sick, vacation, out of town, etc.).
- On your notice letter, there may be sample questions on the back, so be prepared.
- According to our San Francisco sister union, “Most EDD interviewers are just trying to do their job. However, some may be a little aggressive, accusatory, or downright nasty. Keep your cool.” You may have to repeat yourself several times. Just be polite and persistent. The interviewer should eventually give up.
- Suppose the interviewer asks, “When did your recess begin?” Do not give them a date. You may answer, **“I am a temporary community college instructor and my assignment ended.” Full-time faculty go on recess, adjunct faculty are laid off.** You may want to provide the last date of your final exam as your last date that you worked or were laid off.
- You may or may not have an offer letter with a class assignment and start date for the following semester, but still **“NO reasonable assurance”** of a teaching position, because of **potential changes in funding, programs, class enrollment or bumping.** We are NOT seasonal.
- If the representative remains persistent, cite the Cervisi appellate court decision, which held that community college part-time instructors are entitled to unemployment benefits between semesters because they do not have reasonable assurance of employment. *Cervisi v Unemployment Ins. Appeals Bd.* (1989) 208 Cal.App.3d 635, 256 Cal.Rptr. 142.

### 3. Q: On what basis might I be questioned or turned down for benefits?

- Quit your job.
- Were fired from your job.
- Are out of work due to a strike or lockout.
- Do not have childcare to work.
- On vacation.
- Taking care of personal business (jury duty, medical appts., etc.).
- Do not look for work and complete a log as instructed.
- File your claim late.
- Submit your claim forms late.
- Refuse a job.
- Give incorrect information or withhold information.
- Fail to participate in re-employment activities.
- Are/were not in satisfactory immigration status or legally authorized to work.
- Are attending school during normal working hours for your occupation.
- Are not physically or mentally able to work during normal working hours for your occupation.
- Are a school employee filing a claim during a recess period. (Permanent faculty)

### 4. Q: What are bi-weekly claim forms and why do I need to complete them?

**A:** Bi-weekly forms must be completed every two weeks, to show proof of continuing eligibility. There are three ways to complete: online, phone (Telecert: 1-866-333-4606) or by snail mail. We recommend online, because it is quicker, cheaper (free), and provide prompts for correcting some mistakes before you submit. <https://cccwpd.edd.ca.gov/>

However, if you have some wages, you must complete a paper snail mail form (in black or blue ink). Check out the video for more information:

[http://www.youtube.com/watch?v=0PQe7Nko5NI&list=UUydrq\\_qXRZAREX3isrGy6lg](http://www.youtube.com/watch?v=0PQe7Nko5NI&list=UUydrq_qXRZAREX3isrGy6lg)

**5. On the continuing claim form, how do I answer question #6, “Did you work or earn any money, WHETHER YOU WERE PAID OR NOT?”**

**A:** “No!” unless you are working in another capacity. As adjunct faculty, we receive no additional pay from the district, once our assignment ends. There is a lag between when we work and our paycheck. Some faculty are confused by this question, leading to loss or delay in some benefits. Look at the date each week begins and ends. The question asks whether you worked this week, **not** whether you are receiving a paycheck for work completed previously.

**6. What is the EDD debit card, and how long will I have to wait to receive my funds?**

**A:** Bank of America, on behalf of EDD, administers and distributes Visa-branded debit cards. The bank offers a direct deposit transfer option from your EDD Visa Debit Card to a personal bank account. Check out <https://prepaid.bankofamerica.com/EddCard/Pages/Home.aspx> or by phone at the BofA’s EDD Debit Card Customer Service 1-866-692-9374. Receiving your first debit card may take more than a few weeks to a month, because of processing time and a one-week waiting period (with no benefits) for all new claims. For subsequent payments, if you send in your claim forms in a timely manner, you may expect to wait 10-days to two weeks, which will automatically be added to your original debit card. You can avoid fees by activating direct deposits with Bank of America and also have emails sent automatically. Check out the video:

[http://www.youtube.com/watch?v=7LdPPVq6jbM&list=UUydrq\\_qXRZAREX3isrGy6lg](http://www.youtube.com/watch?v=7LdPPVq6jbM&list=UUydrq_qXRZAREX3isrGy6lg)

**7. Q: How do I stop receiving benefits once I start working again?**

**A:** If you do not want to claim benefits for the week(s) on the claim form, do not submit the bi-weekly EDD forms. But if you are earning less money than your EDD benefit and want to receive partial benefits, enter the last day worked, employment source and \$ earned. If you are still working, write, “still working.” When you report wages greater than \$600 per week, you will **not** be mailed a subsequent claim form. If you become un- or underemployed again, you will need to reopen your claim by calling or completing the forms.

**8. Is unemployment insurance compensation taxable?**

**A:** Yes, and you should receive a form 1099G at the end of the year. If you do not receive it, call EDD’s Interactive Voice Response (IVR) system at 1-866-401-2849 and follow the instructions. A copy of your 1099G will be mailed to you within five business days.

Still have questions? (Check out the complete EDD Guide) [http://www.edd.ca.gov/pdf\\_pub\\_ctr/de8714ab.pdf](http://www.edd.ca.gov/pdf_pub_ctr/de8714ab.pdf)

Good luck!

Grace Chee,

Your friendly *EDD Ombudsperson*,

I am not an attorney, but a colleague with the AFT1521 LA College Faculty Guild

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